

EMPLOYEE RELATIONS COMMITTEE MINUTES

April 2, 2009

The Employee Relations Committee of the Grant County Board of Supervisors met in the Grant County Administration Building, Room 266, Lancaster, WI, on Thursday, April 2, 2009 at 10:00 a.m.

The meeting was called to order by Chair, Maynard Behncke. Larry Wolf, seconded by John Patcle, moved that the meeting was in compliance with the open meeting law. Motion carried unanimously.

The roll was called and a quorum was present. The following committee members were present: Maynard Behncke, Tony Runde, Robert Keeney, Larry Wolf and Lester Jantzen. Also in attendance were County Board Chair John Patcle and Personnel Director Joyce Roling. Gayle Mason and Donna Haines attended a portion of the meeting.

Tony Runde, seconded by Lester Jantzen, moved to approve the agenda. Motion carried unanimously.

Robert Keeney, seconded by John Patcle, moved to approve the March 5th and March 17th minutes. Motion carried unanimously.

ADRC Request

Gayle Mason presented the ADRC request to restructure the Office Systems Assistant hours from part time to full time to accommodate hours lost through attrition. The savings would be approximately \$12,000. One half of this position will be funded by the ADRC grant.

Robert Keeney, seconded by Larry Wolf, moved to approve the request. Motion carried unanimously.

Orchard Manor Request

Donna Haines requested approval for an employee on a medical leave to accept donated vacation or discretionary time from other employees per the Voluntary Leave Donation policy. The individual does not have any paid time left.

Tony Runde, seconded by Lester Jantzen, moved to approve the request. Motion carried unanimously.

Directors Report

- 2010 Budget Reduction: The committee reviewed the Finance Committee's request to create a contingency plan which includes a reduction of the department budgets by 5%. This will only be done if there is no other option and is a "worst case scenario". Joyce Roling distributed the Personnel Department

budget and discussion pursued regarding possible changes that will allow for savings. It may not necessarily be a savings in the Personnel Department budget, but it will be a reduced cost for the county overall. Joyce will put together a narrative and some numbers for the May meeting.

- Seminar Policy: The committee reviewed a draft Seminar Policy and discussed the recommendation of the Corporation Counsel and the Personnel Director. The committee has recommended that the draft be changed to reflect that out of state seminars have to be approved by the full county board if the destination is more than 100 miles from the Grant County Seat (Lancaster). Any out of state seminar less than 100 miles can be approved at committee level. Joyce will make these changes and send the draft to the department heads for review. The final draft will be presented to the Committee in May for a recommendation to the full County Board.
- Upcoming conferences: Joyce Roling requested to attend the following conferences:
 - April 29, 30 – Wisconsin Employment Relations Commission annual training – Madison
 - May 14, 15 – Wisconsin Association of County Personnel Directors conference – Wausau
 - June 17 – Equal Employment Opportunity Commission Federal training.Lester Jantzen, seconded by Tony Runde, moved to approve the attendance at these conferences.
- Training: Joyce Roling updated the committee on the status of required training for the county for civil rights and the updates to the training module she will be working on. Steve Braun will also be presenting a Tornado/Fire training for the Administration building and the Courthouse in a couple of weeks. Employees of these buildings requested this training last year, but due to unforeseen circumstances, the training could not be done.

Staffing Update

Joyce Roling discussed the staffing report for this past month. Total Grant County Employees are as follows:

Full time Benefit	282
Regular Part time Benefit	117
Part time	24
Limited term and seasonal	178
TOTAL	601

The following staff changes occurred in departments within the last month.

ADRC

1 LTE Van Driver hired

HEALTH

1 FTE Nurse retired

Orchard Manor

1RPT CNA resigned

1 LTE CNA hired

2PTE CNA's hired

1 RPT LPN resigned

Social Services

1 Service Support Specialist retired

Adjournment

Larry Wolf, seconded by Robert Keeney, moved to adjourn to May 7, 2009 at 10:00 a.m. Motion carried unanimously.